

Building a Respectful Workplace

What is a respectful workplace?

A respectful workplace supports the physical, psychological and social well-being of all employees. In a respectful workplace

- employees are valued
- communication is polite and courteous
- people are treated as they wish to be treated
- conflict is addressed in a positive and respectful manner
- disrespectful behaviour and harassment are addressed

Why do we need a respectful workplace?

We all deserve a respectful workplace. When people at work offend, embarrass or humiliate us, it hurts our dignity and well-being. It also hurts our working relationships and can lower our productivity. Over time, disrespect in the workplace can lead to an unhealthy work environment and a high rate of employee turnover.

Who is responsible to prevent disrespect?

Everyone has a responsibility to prevent disrespect.

Source

The person whose action offends others. If you think your behaviour offends someone else, stop the behaviour.

Target

Tell someone if their behaviour offends you. Ask them to stop. Give a respectful response and avoid blaming. If the behaviour continues or is serious, report the incident to the appropriate person in the workplace.

Observer

The person who sees disrespectful behaviour occur. You are not innocent. You have a responsibility to call attention to the disrespectful behaviour. Offer suggestions for more respectful behaviour.

Person with Authority

Supervisors and managers should address disrespect immediately. Ultimately, it is the employer's responsibility to provide a respectful and harassment-free workplace.

Adapted from: Mediation Services

What can your employer do?

Your employer is responsible to provide a healthy work environment. Some ways employers can build a respectful workplace are:

Training

- ✓ provide training on respectful workplaces to all workers and management
- ✓ hold orientations with all new employees and review their rights, responsibilities and obligations toward other employees
- ✓ provide diversity training
- ✓ provide conflict resolution training and make sure all management and supervisors are skilled in handling conflict

Policies & Practices

- ✓ review policies & practices to make sure they encourage respect
- ✓ develop a respectful workplace policy with the involvement of workers
- ✓ support and encourage people who practice respectful behaviour

Build accountability

- ✓ hold management and workers responsible for their behaviour
- ✓ investigate all complaints of disrespect and harassment
- ✓ assess respectful behaviour in performance evaluations

What can you do?

You can model respect by practising the following behaviours:

- try to understand the other person's point of view
- accept values and opinions that are different from your own
- identify your own feelings before you share your concerns with another person

- do not blame, threaten or name call even if you are angry or hurt
- report abuse, discrimination or harassment

What is Harassment?

Harassment is abusive and unwelcome behaviour or comments toward an individual because of a group to which they belong or appear to belong. It can also be unwelcome sexual advances. The **Manitoba Human Rights Code** prohibits harassment in employment and other situations.

For more information

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Mediation Services

302-1200 Portage Avenue
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Manitoba Human Rights Commission

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